

Message Text

CONFIDENTIAL

PAGE 01 STATE 199665

62

ORIGIN SS-15

INFO OCT-01 EUR-25 ISO-00 SSO-00 CCO-00 OC-06 RSC-01 /048 R

DRAFTED BY S/S-S:GWARD, JR
APPROVED BY S/S - MR. BARNES
EUR - MR. RENDAHL
S/S-S - MR. VIETS

----- 038907

O 062229Z OCT 73 ZFF4
FM SECSTATE WASHDC
TO AMEMBASSY BONN NIACT IMMEDIATE

C O N F I D E N T I A L STATE 199665

E.O. 11652: GDS
TAGS: OVIP
SUBJ: SECVISIT BONN - S/S REQUIREMENTS

1. EXECUTIVE SECRETARIAT (S/S) TEAMS CONSISTING OF FSO'S RICHARD VIETS/ROBERT BLACKWILL AND SECRETARIES HESS/SWEDA WILL PROVIDE SUPPORT TO THE SECRETARY DURING HIS VISIT TO BONN. BLACKWILL/SWEDA WILL ARRIVE MORNING OCT. 12 IN ORDER TO HELP COMPLETE ARRANGEMENTS. WILL SEND FLIGHT NUMBER AND ARRIVAL TIME WHEN KNOWN. S/S WILL BE ON CALL 24 HOURS A DAY. COMMUNICATIONS SUPERVISORS SHOULD ALERT S/S ON IMPORTANT MESSAGES CONCERNING THE SECRETARY OR OTHER MEMBERS OF HIS PARTY. COMMUNICATIONS WILL BE KEPT INFORMED OF WHEREABOUTS OF S/S TEAMS AT ALL TIMES.

A. ALL TRAFFIC FROM DEPARTMENT FOR THE SECRETARY OR HIS PARTY WILL BE SLUGGED TOSEC. OUTGOING CABLES TO DEPARTMENT FROM THE SECRETARY OR MEMBERS OF PARTY WILL BE SLUGGED SECTO. ALL SECTO CABLES WILL BE SIGNED KISSINGER AND MUST BE CLEARED BY S/S. LATERAL CABLES WILL BE SLUGGED "FOR THE SECRETARY'S PARTY:" OR "FOR (NAME)" AS APPROPRIATE.

B. S/S WILL MAKE ALL REPEAT ALL DISTRIBUTION OF TOSEC/SECTO TRAFFIC AND OF ALL CABLES FOR SECRETARY'S PARTY. S/S WILL GIVE EMBASSY, MEMBERS OF SECRETARY'S
CONFIDENTIAL

CONFIDENTIAL

PAGE 02 STATE 199665

PARTY, AND OTHERS COPIES OF ALL CABLES RELATING TO THEIR

AREAS OF RESPONSIBILITY.

C. TOSEC AND SECTO SERIES CABLES WILL EACH BE NUMBERED CONSECUTIVELY. WHEN SECRETARY DEPARTS, COMMUNICATIONS SUPERVISOR SHOULD SEND SERVICE MESSAGE TO DEPARTMENT AND LONDON GIVING THE LAST SECTO AND TOSEC NUMBERS. COMMUNICATORS SHOULD NOT ACCEPT ANY OUTGOING SECTO WITHOUT S/S CLEARANCE. IF ANY CABLE IS DELIVERED TO COMMCENTER WHICH PERTAINS TO SECRETARY'S VISIT, WATCH SUPERVISOR SHOULD CONSULT WITH S/S TO DETERMINE WHETHER CABLE SHOULD BE IN SECTO SERIES. INCOMING TOSEC CABLES SHOULD BE DOUBLE-SPACED BETWEEN PARAGRAPHS AND REPRODUCED ON ONE SIDE ONLY. IF POSSIBLE, ALL CABLES FOR S/S SHOULD BE REPRODUCED ON 8X10-1/2 INCH PAPER.

D. S/S WILL NEED FOLLOWING NUMBER OF COPIES OF CABLES:
(1) TOSEC/SECTO-NODIS 10 AND EXDIS 15 COPIES TO S/S ONLY. BECAUSE OF SENSITIVITY, COMMUNICATIONS WATCH SUPERVISOR SHOULD HANDLE NODIS PERSONALLY AND KEEP RECORD OF ALL PERSONNEL WITH ACCESS TO MESSAGES DURING PROCESSING; (2) TOSEC/SECTO-LIMDIS, ALL OTHER TOSEC/SECTO CABLES, AND CABLES FOR OTHER MEMBERS OF PARTY-15 COPIES TO S/S ONLY. S/S WILL DISTRIBUTE. EMBASSY TRAFFIC SHOULD BE SCREENED THOROUGHLY AND ONLY THE MOST IMPORTANT SHOULD BE PROVIDED TO S/S (15 COPIES).

E. SPECIAL SUMMARIES. TWICE DAILY SPECIAL SUMMARIES FOR THE SECRETARY WILL BE SENT BY IMMEDIATE CABLE FROM THE DEPARTMENT OPERATIONS CENTER - THEY WILL BE NUMBERED CONSECUTIVELY AND SHOULD BE RECEIVED BY 0600 AND 1600 DAILY. IF NOT RECEIVED BY THESE TIMES, COMMUNICATIONS SUPERVISOR SHOULD, ON OWN INITIATIVE, SEND AN IMMEDIATE SERVICE. THE SPECIAL SUMMARIES SHOULD BE SET UP WITH THREE LINES BETWEEN ITEMS. MATS SHOULD BE PROOFED BEFORE REPRODUCTION. SEPTTEL FOLLOWS WITH SPECIFIC INSTRUCTIONS.

2. ADMINISTRATIVE ARRANGEMENTS:

A. AUTOMOBILE AND CHAUFFEUR SHOULD BE AVAILABLE FOR S/S USE ON A 24-HOUR BASIS.
CONFIDENTIAL

CONFIDENTIAL

PAGE 03 STATE 199665

B. S/S OFFICES:

- (1) TWO OFFICES AT CHANCERY (ADJOINING ROOMS)
- (2) THREE DESKS FOR OFFICERS AND TWO DESKS FOR SECRETARIES WITH TYPING TABLES FOR S/S TEAMS
- (3) NORMAL OFFICE SUPPLIES AND FORMS
- (4) TWO CONFERENCE TYPE TABLES AND ONE BAR-LOCK

CABINET

(5) ONE XEROX MACHINE

(6) TWO COPIES EMBASSY PHONE BOOK, THE POST
REPORT, ONE DIPLOMATIC LIST, AND ANY OTHER
USEFUL PAMPHLETS OR INFORMATION

(7) 2 (TWO) ELECTRIC TYPEWRITERS, LARGE (PICA)
TYPE ESSENTIAL, PREFERABLY IBM SELECTRIC

(8) TELEPHONES

C. S/S REQUIRES 24-HOUR OPEN STORAGE FOR CLASSIFIED
MATERIAL; ARRANGEMENTS SHOULD BE MADE FOR 24-HOUR MARINE
GUARD COVERAGE. ONLY PERSONS AUTHORIZED BY S/S WILL HAVE
ACCESS TO S/S AREA.

3. MISCELLANEOUS ARRANGEMENTS:

A. FSO SHOULD BE ASSIGNED TO S/S BEGINNING BLACKWILL'S
ARRIVAL AND SHOULD MEET S/S TEAMS AT AIRPORT. A TOP
SECRET CLEARED SECRETARY SHOULD BE ASSIGNED TO S/S FOR
SAME PERIOD. CONTROL OFFICER SHOULD CONFIRM ARRANGEMENTS
FOR TICKERS AND NEWSPAPERS WITH USIS IN ADVANCE (SEE
FOLLOWING).

B. TICKER SERVICE SUCH AS UPI, AP, OR REUTERS NEEDED ON
24-HOUR BASIS. TEN COPIES OF EACH ITEM SHOULD BE
DELIVERED TO S/S BY 0600 EACH MORNING AND AT TWO HOUR
INTERVALS THEREAFTER UNTIL 2400.

C. 15 COPIES OF SELECTED LOCAL NEWSPAPERS AND 15 COPIES
OF USIS WIRELESS FILE SHOULD BE DELIVERED DAILY TO S/S
BY 0600.

CONFIDENTIAL

CONFIDENTIAL

PAGE 04 STATE 199665

D. TWO COPIES OF EVERY LOCAL PRESS STORY AND PRESS PHOTO
ON SECRETARY SHOULD BE DELIVERED TO S/S PRIOR TO DEPART-
TURE.

E. AS ARRANGEMENTS FOR THE VISIT TAKE SHAPE, THE POST
SHOULD PREPARE A MINUTE-BY-MINUTE, DETAILED SCENARIO FOR
THE SECRETARY'S ACTIVITIES. THE INITIAL VERSION OF THIS
SCENARIO SHOULD BE SENT BY IMMEDIATE CABLE TO THE DEPART-
MENT, SLUGGED "FOR S/S," ON OR BEFORE OCTOBER 8. THE
SCENARIO SHOULD THEN BE UPDATED BY CABLE AS CHANGES
BECOME NECESSARY.

F. THE POST SHOULD SEND BY CABLE GUEST LISTS FOR ALL
SOCIAL OCCASIONS AS THEY BECOME KNOWN. UPON PARTY'S

ARRIVAL, PLEASE HAVE AVAILABLE SEATING ARRANGEMENTS FOR
ALL MEALS EXCEPT PRIVATE ONES.

G. BEFORE END OF VISIT, POST SHOULD FURNISH S/S WITH
APPROPRIATE DRAFT THANK-YOU NOTES FOR AMERICANS AND
FOREIGNERS. KISSINGER

CONFIDENTIAL

NNN

Message Attributes

Automatic Decaptioning: X
Capture Date: 01 JAN 1994
Channel Indicators: n/a
Current Classification: UNCLASSIFIED
Concepts: n/a
Control Number: n/a
Copy: SINGLE
Draft Date: 06 OCT 1973
Decaption Date: 01 JAN 1960
Decaption Note:
Disposition Action: RELEASED
Disposition Approved on Date:
Disposition Authority: garlanwa
Disposition Case Number: n/a
Disposition Comment: 25 YEAR REVIEW
Disposition Date: 28 MAY 2004
Disposition Event:
Disposition History: n/a
Disposition Reason:
Disposition Remarks:
Document Number: 1973STATE199665
Document Source: CORE
Document Unique ID: 00
Drafter: S:GWARD, JR
Enclosure: n/a
Executive Order: GS HILLENBRAND
Errors: N/A
Film Number: n/a
From: STATE
Handling Restrictions: n/a
Image Path:
ISecure: 1
Legacy Key: link1973/newtext/t19731045/aaaabheg.tel
Line Count: 175
Locator: TEXT ON-LINE
Office: ORIGIN SS
Original Classification: CONFIDENTIAL
Original Handling Restrictions: n/a
Original Previous Classification: n/a
Original Previous Handling Restrictions: n/a
Page Count: 4
Previous Channel Indicators:
Previous Classification: CONFIDENTIAL
Previous Handling Restrictions: n/a
Reference: n/a
Review Action: RELEASED, APPROVED
Review Authority: garlanwa
Review Comment: n/a
Review Content Flags:
Review Date: 31 JUL 2001
Review Event:
Review Exemptions: n/a
Review History: RELEASED <31-Jul-2001 by kellerpr>; APPROVED <19-Sep-2001 by garlanwa>
Review Markings:

Declassified/Released
US Department of State
EO Systematic Review
30 JUN 2005

Review Media Identifier:
Review Referrals: n/a
Review Release Date: n/a
Review Release Event: n/a
Review Transfer Date:
Review Withdrawn Fields: n/a
Secure: OPEN
Status: NATIVE
Subject: SECVISIT BONN - S/S REQUIREMENTS
TAGS: OVIP
To: BONN
Type: TE
Markings: Declassified/Released US Department of State EO Systematic Review 30 JUN 2005